



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND  
UNITED STATES ARMY GARRISON, SCHWEINFURT  
CMR 457  
APO AE 09033

IMEU-SWF-RM-B

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum 1-15, Defense Travel System (DTS) for USAG Schweinfurt

1. Reference. DOD FMR, Volume 5, Chapter 33, and Volume 9, Chapter 2.
2. Purpose: This letter provides guidance to be followed for processing of Temporary Duty Travel (TDY) orders using the Defense Travel System (DTS).
3. Scope: This policy is applicable to all US travelers within the USAG Schweinfurt.
4. Exemptions: None.
5. Responsibilities: Provisions of the policy are to be observed and implemented by Garrison Commanders and Directorate Chiefs within the USAG Schweinfurt.
6. Policy:
  - a. With the completion of the DTS training of the USAG Schweinfurt staff, the mandatory implementation will take place on 1 May 2007. All TDYs will be completed using DTS. It is encouraged to start using DTS during the month of April 2007.
  - b. Prior to use of DTS, DD Form 577 must be completed and submitted to USAG Schweinfurt RMO by the following individuals:
    - (1) For RMO POCs as Finance Defense Travel Administrator (FDTA) as Accountable Officer (AO).
    - (2) Directors as Certifying Officers (CO) or Authorizing/Certifying Officer (AO/CO).
    - (3) Organizational Defense Travel Administrator (ODTA) as Accountable Officer (AO).
    - (4) Garrison Certifiers as Certifying and Accountable Officer (CO/AO).
  - c. New employees will be informed by the ODTA to self-register in DTS and to complete training. Training schedule is available through

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266th FINCOM DTS Helpdesk at 266dtshelpdesk@eur.army.mil or at DSN 379-5065/5066/5293 or DSN 483-7489. The ODTA will let RMO know about new employees coming on board so set-up can be completed.

7. Further information can be found on USAG Schweinfurt's home page, at [www.schweinfurt.army.mil](http://www.schweinfurt.army.mil).

8. Proponent: The proponent for this policy memo is the USAG Schweinfurt, RMO Office, 354-6928.

"Every Day... Better."



APR 19 2007

ANTHONY E. HAAGER  
LTC, QM  
Commanding

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